



BOARD OF SUPERVISORS

Vacant, 1st District
Kevin Goss, Chair 2nd District
Sharon Thrall, Vice Chair 3rd District
Lori Simpson, 4th District
Jeff Engel, 5th District

**AGENDA FOR REGULAR MEETING OF JULY 21, 2020 TO BE HELD AT 10:00 A.M.
IN THE BOARD OF SUPERVISORS ROOM 308, COURTHOUSE, QUINCY, CALIFORNIA**

www.countyofplumas.com

9:00 A.M. – COMMUNITY DEVELOPMENT COMMISSION

AGENDA

The Board of Supervisors welcomes you to its meetings which are regularly held on the first three Tuesdays of each month, and your interest is encouraged and appreciated.

Any item without a specified time on the agenda may be taken up at any time and in any order. Any member of the public may contact the Clerk of the Board before the meeting to request that any item be addressed as early in the day as possible, and the Board will attempt to accommodate such requests.

Any person desiring to address the Board shall first secure permission of the presiding officer. For noticed public hearings, speaker cards are provided so that individuals can bring to the attention of the presiding officer their desire to speak on a particular agenda item.

Any public comments made during a regular Board meeting will be recorded. The Clerk will not interpret any public comments for inclusion in the written public record. Members of the public may submit their comments in writing to be included in the public record.

CONSENT AGENDA: These matters include routine financial and administrative actions. All items on the consent calendar will be voted on at some time during the meeting under "Consent Agenda." If you wish to have an item removed from the Consent Agenda, you may do so by addressing the Chairperson.



REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting please contact the Clerk of the Board at (530) 283-6170. Notification 72 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility. Auxiliary aids and services are available for people with disabilities.

STANDING ORDERS

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to Board of Supervisors meetings to protect the public's health and prevent the disease from spreading locally.

California Governor Gavin Newsom issued Executive Order N-29-20 on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic.

Pursuant to the Executive Order, and the Governor's temporary partial exemptions to the Brown Act, and to maintain the orderly conduct of the meeting, the County of Plumas members of the Board of Supervisors may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to the Governor's temporary, partial exemption to the Brown Act, the Boardroom will be open to the public but subject to social distancing requirements, which limit the number of people that may enter to 25% of room capacity. Those that wish to attend the Board meeting, will be required to wear a face covering, as required by the local Public Health Officer order. The public may participate as follows:

Live Stream of Meeting

Members of the public who wish to watch the meeting, are encouraged to view it [LIVE ONLINE](#)

Public Comment Opportunity/Written Comment

Members of the public may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether the matter is on the agenda for Board consideration or action. Comments will be entered into the administrative record of the meeting.

Members of the public are strongly encouraged to submit their comments on agenda and non-agenda items using e-mail address Public@countyofplumas.com

10:00 A.M. **CALL TO ORDER/ROLL CALL**

PLEDGE OF ALLEGIANCE

ADDITIONS TO OR DELETIONS FROM THE AGENDA

PUBLIC COMMENT OPPORTUNITY

Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an urgency item by the Board of Supervisors. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of 3 minutes.

DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS

Brief announcements by, or brief reports on their activities by County Department Heads

ACTION AGENDA

1. **PUBLIC HEALTH AGENCY** – Andrew Woodruff
Report and update on COVID-19; receive report and discussion

2. CONSENT AGENDA

These items are expected to be routine and non-controversial. The Board of Supervisors will act upon them at one time without discussion. Any Board members, staff member or interested party may request that an item be removed from the consent agenda for discussion. Additional budget appropriations and/or allocations from reserves will require a four/fifths roll call vote.

A) FACILITY SERVICES

Approve and authorize the Chair to sign agreement, not to exceed \$10,000, between County of Plumas and Smith Tree Service for tree services and abatement of fallen trees, as needed; approved as to form by County Counsel [View Item](#)

B) PUBLIC WORKS

Approve and authorize the Chair to sign Amendment No. 17 to Professional Services Agreement, not to exceed \$9,196, between County of Plumas and Stantec Consulting Services, Inc. for on-call Environmental/CEQA & NEPA Services for Spanish Ranch Road Bridge Replacement project; approved as to form by County Counsel [View Item](#)

C) PUBLIC HEALTH AGENCY

- 1) Approve and authorize the Chair to sign Cooperative Agreement Number FRC2021PCPHA, not to exceed \$15,000, between County of Plumas and Feather River College to provide various health care services to students attending Feather River College; approved as to form by County Counsel [View Item](#)
- 2) Approve and authorize the Chair to sign Agreement Number PCPHA2021MS, not to exceed \$68,650, between County of Plumas and Mark Satterfield, M.D., to act as the County Health Officer/Medical Director for FY 2020-2021; approved as to form by County Counsel [View Item](#)

3. DEPARTMENTAL MATTERS

A) PUBLIC HEALTH AGENCY – Andrew Woodruff

Authorize Public Health to recruit and fill vacant, funded and allocated 1.0 FTE Management Analyst I/II or Department Fiscal Officer I/II position, created by resignation; discussion and possible action [View Item](#)

B) FACILITY SERVICES – Kevin Correira

PUBLIC HEARING: Introduce and waive first reading of an **ORDINANCE** Amending Sections 7.1.09 of Chapter 7, of Title 1, of the Plumas County Code (Airports – Use of Airport by Owners and Operators).

Roll call vote [View Item](#)

C) PROBATION – Erin Metcalf

Authorize the Probation Department to recruit and fill vacant, funded and allocated 2.0 FTE Legal Services Assistant positions, created by internal promotions; discussion and possible action [View Item](#)

D) HUMAN RESOURCES – Nancy Selvage

Approve and authorize the Director of Human Resources to sign Side Letter to the Memorandum of Understanding between the County of Plumas and Operating Engineers, Local #3, Mid-Management & Supervisors Unit, and General Unit for the Term of July 1, 2018 – December 31, 2020; discussion and possible action

4. BOARD OF SUPERVISORS

- A. Approve and authorize the Chair to sign Employment Agreement between County of Plumas and Gregory Ellingson, Director of Information Technology; discussion and possible action
- B. Correspondence
- C. Weekly report by Board members of meetings attended, key topics, project updates, standing committees and appointed Boards and Associations

5. CLOSED SESSION

ANNOUNCE ITEMS TO BE DISCUSSED IN CLOSED SESSION

- A. Personnel: Public employee appointment or employment – Director of Information Technology
- B. Personnel: Public employee performance evaluation – Fair Manager
- C. Conference with Legal Counsel: Pending litigation – USA Waste of California, Inc. dba Feather River Disposal, a California corporation v. County of Plumas, Superior Court of California, County of Plumas, Case No. CV19-00064 – pursuant to Subdivision (c) of Government Code Section 54956.9
- D. Conference with Legal Counsel: Significant exposure to litigation pursuant to Subdivision (d)(2) of Government Code Section 54956.9
- E. Conference with Labor Negotiator regarding employee negotiations: Sheriff's Administrative Unit; Sheriff's Department Employees Association; Operating Engineers Local #3; Confidential Employees Unit; Probation; Unrepresented Employees and Appointed Department Heads

REPORT OF ACTION IN CLOSED SESSION (IF APPLICABLE)

ADJOURNMENT

Adjourn meeting to Tuesday, August 4, 2020, Board of Supervisors Room 308, Courthouse, Quincy, California



Kevin Correira
Director

County of Plumas

Facility Services

198 Andy's Way
Quincy CA 95971



Phone: 530-283-6299
Fax: 530-283-6103

JA

DATE: July 21, 2020

TO: Honorable Board of Supervisors

FROM: Kevin Correira – Facility Services & Airports Director

SUBJECT: Request to Approve and Authorize Board Chair to sign contract between Facility Services and Smith Tree Service.

Recommendation

Approve and Authorize Board Chair to sign contract between Facility Services and Smith Tree Service.

Background and Discussion

Smith Tree Service provides tree trimming/pruning upon the request of Facility Services as well as emergency tree service and abatement of fallen trees.

Contract not to exceed \$10,000.

A copy of the contract amendment is on file with the Clerk of the Board.

PLUMAS COUNTY DEPARTMENT OF PUBLIC WORKS

1834 East Main Street, Quincy, CA 95971 – Telephone (530) 283-6268 Facsimile (530) 283-6323
Robert A. Perreault Jr., P.E., Director John Mannle, P.E., Asst. Director Joe Blackwell, Deputy Director



CONSENT AGENDA REQUEST

For the July 21, 2020 meeting of the Plumas County Board of Supervisors

Date: July 13, 2020

To: Honorable Board of Supervisors

From: Robert Perreault, Director of Public Works

Subject: *Robert A. Perreault*
Authorize Execution of Amendment No. 17 to the Professional Services Agreement between the County of Plumas and Stantec Consulting Services, Inc. for On-call Environmental/CEQA & NEPA Services for the “Spanish Ranch Road Bridge Replacement Project” in the amount not to exceed \$9,196.

Project Background:

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Spanish Ranch Road Bridge Replacement Project. The project is located in the rural community of Meadow Valley, just north of Bucks Lake Road, approximately 5 miles west of the unincorporated community of Quincy, Plumas County. The project is located in the Meadow Valley 7.5-minute quadrangle, in Township 24 North, Range 8 East, and Section 14.

Pre-construction testing and surveys have begun in conformance with the project plans and specifications. Construction activities are scheduled to begin in early July 2020. Prior to commencement of construction activities, a soil investigation report is required based on potential site conditions identified in Phase I Environmental Site Assessment which identified the potential presence of heavy metals from historic hydraulic mining, and mitigation Measure HAZ-5, which specified a soil investigation for aerially deposited lead (ADL) and other potentially hazardous constituents (such as metals from historic mining).

The project is entirely federally funded through the Highway Bridge Program (HBP), which is administered by Caltrans.

This contract amendment includes a clause ratifying and approving for payment, services provided by Stantec Consulting Services, Inc., from May 19, 2020, to date of approval of this Agreement by the Board of Supervisors.

The Scope of Work shall include a soil investigation and report as identified in the Scope of Work, which is attached hereto as Exhibit "A".

The attached Amendment No. 17 has been approved as to form by the County Counsel's Office.

Recommendation by Public Works:

The Director of Public Works respectfully recommends that the Board of Supervisors authorize the Chair of the Board of Supervisors and the Director of Public Works to execute Amendment No. 17 to the Professional Services Agreement between the County of Plumas and Stantec Consulting Services, Inc. for On-call Environmental/CEQA & NEPA Services for the "Spanish Ranch Road Bridge Replacement Project" in the amount not to exceed \$9,196.

Attachment: Amendment No. 17 to the Professional Services Agreement between the County of Plumas and Stantec Services, Inc.

AMENDMENT NO. 17
to the
PROFESSIONAL SERVICES AGREEMENT

On-Call Environmental/CEQA & NEPA Services
for the
Spanish Ranch Road Bridge Replacement Project

The September 19, 2018 PROFESSIONAL SERVICES AGREEMENT, by and between the COUNTY OF PLUMAS ("County") and Stantec Consulting Services, Inc., a California Corporation ("Consultant"), County Contract No. P.W.R.D. 19-002 is hereby amended as follows:

Project Background

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Spanish Ranch Road Bridge Replacement Project. The project is located in the rural community of Meadow Valley, just north of Bucks Lake Road, approximately 5 miles west of the unincorporated community of Quincy, Plumas County. The project is located in the Meadow Valley 7.5-minute quadrangle, in Township 24 North, Range 8 East, and Section 14.

Pre-construction testing and surveys have begun in conformance with the project plans and specifications. Construction activities are scheduled to begin in early July. Prior to commencement of construction activities, a soil investigation report is required based on potential site conditions identified in Phase I Environmental Site Assessment which identified the potential presence of heavy metals from historic hydraulic mining, and mitigation Measure HAZ-5, which specified a soil investigation for aerially deposited lead (ADL) and other potentially hazardous constituents (such as metals from historic mining).

The project is entirely federally funded through the Highway Bridge Program (HBP), which is administered by Caltrans.

Scope of Work

The Scope of Work shall include a soil investigation and report as identified in the Scope of Work, which is attached hereto as Exhibit "A".

Compensation

Consultant shall be paid in accordance with the Fee Schedule, which is attached hereto as Exhibit "B" and incorporated herein by this reference. The cost is Nine Thousand One Hundred Ninety-Six Dollars (\$9,196.00)

____ Consultants Initials

____ County Initials

Consultant shall submit an invoice to County no more frequently than each calendar month, and County shall issue payment to Consultant within thirty (30) days of County's receipt of an undisputed invoice. Each invoice must specify the hours worked, services purchased from sub-consultants, or other expenses incurred consistent with the Scope of Work.

Project Schedule.

The Consultant shall complete the work, set forth above, by June 12, 2020.

Term. The term of this Agreement commences on May 19, 2020 and shall remain in effect through July 1, 2020, unless terminated earlier pursuant to this Agreement. County's Board of Supervisors hereby ratifies, and approves for payment, services provided by Stantec Consulting Services, Inc., from May 19, 2020, to date of approval of this Agreement by the Board of Supervisors.

Other Contract Provisions.

All other contract provisions set forth in the September 19, 2018 Professional Services Agreement first referenced above remain unchanged.

Signatures on following page

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 17 to be executed by and through their respective authorized officers, as of the date first above written.

APPROVED AS TO SCOPE OF WORK:

Director of Public Works

Date: _____

CONTRACTOR:

Stantec Consulting Services Inc.

By: _____
Name: Timothy A. Reilly
Title: Principal
Date signed: _____

By: _____
Name: Wirt Lanning
Title: Principal
Date signed: _____

COUNTY:

County of Plumas, a political subdivision of
the State of California

By: _____
Kevin Goss, Chair
Board of Supervisors
Date signed: _____

ATTEST:

By: _____
Nancy DaForno
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

Plumas County Counsel

By:  6/30/2020
Deputy County Counsel

Taxpayer ID Number – 11-2167170

Attachments: Exhibits A - Scope of Work, Exhibit B – Fee Schedule

PLUMAS COUNTY PUBLIC WORKS DEPARTMENT
Spanish Ranch Road Bridge: Environmental Services Support
May 19, 2020

EXHIBIT A
Scope of Work

Plumas County Department of Public Works (County), under an existing on-call agreement with Stantec Consulting Services Inc. (Stantec), is requesting environmental services support for the Spanish Ranch Road Bridge Project. The requested services consist of soil investigation and reporting. A scope of work is provided below.

Task 1: Soil Investigation and Reporting

Lawrence and Associates, as a subconsultant to Stantec, will complete the following:

- collect 11 representative soil samples from base of bridge abutments and road embankments;
- laboratory analyze soil samples for total and soluble Title 22 metals;
- evaluate test data for hazardous waste threshold exceedances; and
- prepare a technical memorandum of investigation, findings, and conclusions.

EXHIBIT B
Fee Schedule

The cost for the Scope of Work, as outlined in Exhibit A, will be completed on a time-and-materials basis, and shall not exceed Nine Thousand One Hundred Ninety-Six Dollars (\$9,196.00) without written authorization from the County. A cost summary showing labor hours, hourly rates, and expenses is provided in the attached spreadsheets.



Cost Estimate - May 2020
 SPANISH RANCH ROAD BRIDGE SOIL INVESTIGATION AND REPORTING

		Lawrence & Associates						Task Total		
		Principal Geologist	Associate Geologist	Monitoring Technician	AutoCAD Operator	Mileage Expenses	Drilling Expenses	Laboratory Expenses	Other Expenses	Task Total
		\$165.00	\$120.00	\$85.00	\$90.00	\$65.00	\$0.70	\$1.00	\$1.00	
Conduct Soil Investigation and Reporting	Scope of work: Conduct soils investigation, collect 11 representative soil samples from base of bridge abutments and road embankments, laboratory analyze soil samples for total and soluble Title 22 metals, evaluate test data for hazardous waste threshold exceedences, prepare technical memorandum of investigation, findings, and conclusions.	1	19	3	2	320	5,163	150		
Subtotals		\$165	\$2,280		\$270	\$130	\$224	\$0	\$5,163	\$150
	ESTIMATED COST									\$8,382

Note: Our commitment is to the total project budget.

Work-hour and staff allocations to individual activities are approximate, and are shown to indicate approximate level of effort.
 The maximum indicated total fee will not be exceeded without written authorization.

2c1



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: July 14, 2020

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Consent Item for July 21, 2020

Recommendation: Approve Cooperative Agreement Number FRC2021PCPHA in the amount of \$15,000.00 with Feather River College for Public Health to provide various health care services to students attending Feather River College, and direct the Chair to sign.

Background Information: As the Board is aware Plumas County Public Health Agency has provided health services to students at Feather River College for many years. These services include; counseling and health education, assessment and/or referral.

Through this Cooperative Agreement Feather River College will cover the cost of providing these health services to students attending Feather River College. No additional staff is needed to provide these services. The Cooperative Agreement is effective July 1, 2020 through June 30, 2021 and is in the amount of \$15,000.00.

A copy of the Agreement was approved by County Counsel a copy of which is on file with the Clerk of the Board for your review.

Please contact me should you have any questions or need additional information.

Thank you.

C:\Documents and Settings\Roscie Olney\My Documents\BOS\FRC Agreement 2020-2021.doc



530-283-6337
530-283-6425



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: July 14, 2020

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Consent Item for July 21, 2020

Recommendation: Approve and direct the Chair to sign Agreement Number PCPHA2021MS in the amount of \$63,000.00 with Mark Satterfield, M.D., to act as the County Health Officer/Medical Director for FY 2020-2021.

Background: As the Board are aware, State Health and Welfare Code mandates that each county provides the services of a County Health Officer/Medical Director. The County Health Officer is required to act as Medical Director for supervision of mid-level providers, oversee all clinical procedures, public health nursing protocols, conducts trainings with clinic staff on the use of buprenorphine for addiction treatment and Public Health Emergency Preparedness. The Plumas County Health Officer has traditionally demonstrated leadership during disasters and is responsible for medical oversight of the County Emergency Medical System. The Plumas County Health Officer also serves as Medical Director for the Mountain County HIV Care and Treatment Program.

Fiscal Impact: There will be no financial impact on the County General Fund, as this contract is fully funded by multiple Programs through Public Health.

This Agreement was reviewed and approved by County Counsel, a copy of which is on file with the Clerk of the Board for your review.

Please contact me if you have any questions, or need additional information. Thank you.

3A



PCPHA

PLUMAS COUNTY PUBLIC HEALTH AGENCY



Growing Healthy Communities

Date: July 14, 2020

To: Honorable Board of Supervisors

From: Andrew Woodruff

Agenda: Item for July 21, 2020

Recommendation: Authorize the Director of Human Resources to recruit and fill a budgeted 1.00 FTE Management Analyst I/II or Department Fiscal Officer I/II position due to resignation effective July 27, 2020.

Background Information: As the Board is aware Plumas County Public Health Agency is required to provide a variety of services, some state mandated. It is critical that this position be filled in order to meet state mandates, related health contractual agreements, fiscal stability, and services to several different vulnerable populations.

This position is responsible for the development, maintenance, and tracking of a program's fiscal information and data; program invoicing, office management duties for an assigned department; to perform a variety of difficult, complex, and specialized information gathering and information preparation.

Fiscal Impact: There is no fiscal impact on the county as Public Health has allocated and budgeted a 1.00 FTE for this position of MA I/II or DFO I/II which is fully funded through programs within the Public Health Agency.

A copy of the Critical Staffing Request and organizational charts are attached for your review.

Please contact me if you have any questions, or need additional information. Thank you.



530-283-6337 **OFFICE**
530-283-6425 **FAX**



270 County Hospital Rd, Suite 206
Quincy, California 95971



<http://countyofplumas.com/publichealth>

CRITICAL STAFFING COMMITTEE REQUEST FORM

The following information and questionnaire must be completed in its entirety before the request will be reviewed by the Critical Staffing Committee.

DATE OF REQUEST: 7/21/20

DEPARTMENT TITLE: Public Health Agency

BUDGET CODE AND BREAKDOWN FOR REQUESTED POSITION: 70560

POSITION TITLES: 1.00 FTE Management Analyst I/II Department Fiscal Officer I/II

ARE POSITIONS CURRENTLY ALLOCATED? YES NO

For Committee use only

Date of Committee Review:

Determination of Committee? _____ Recommended
_____ Not Recommended

Comments: _____

Date to Board of Supervisors:

Date returned to Department:

Date submitted to HR Technician for recruitment:

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
- Why is it critical that this position be filled at this time?
- How long has the position been vacant?

1.0 Management Analyst I/II Department Fiscal Officer I/II – Due to resignation this position will become vacant on July 27, 2020. This position is responsible for development, maintenance, and tracking of a Department's fiscal information and provides a variety of administrative, staff, and office management duties.

- Can the department use other wages until the next budget cycle?

No. All positions are budgeted and funded in the current fiscal year. There are many technical aspects to public health vacant positions that require extensive training. We are not in a position to expend resources to train non-permanent staff on an ongoing basis. Ongoing vacancies can potentially cause stress to the agency, and have created issues with staff morale. Having fewer staff than needed also

presents safety and liability concerns. The strain on all staff to balance their regular required duties with additional assignments can result in an atmosphere of tension and anxiety if they go unfilled.

- **What are staffing levels at other counties for similar departments and/or positions?**

N/A

- **What core function will be impacted without filling the position prior to July 1?**

Lack of compliance, billing and administration are all results of the vacancies. The negative impacts to our agency will exacerbate as the vacancy continues.

- **What negative fiscal impact will the County suffer if the position is not filled prior to July 1?**

Not filling the MA I/II or DFO I/II position will result in material losses in delays in billing and revenue, exacerbating cash flow issues.

- **A non-general fund department head need to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding? What impact will this reduction plan have to other County departments?**

Our current and potential budget reductions will not impact other county departments at this time. All state and federal grant funds are tied by contract to deliverables and staffing positions. If these funds are lost, the county is not responsible for providing the work and staff to accomplish contracted health service deliverables.

- **Does the department expect other financial expenditures which will impact the general fund and are not budgeted such as audit exceptions?**

No.

- **Does the budget reduction plan anticipate the elimination of any of the requested positions?**

No.

- **Departments shall provide an estimate of future general fund support for the next two years and how the immediate filling of this position may impact, positively or negatively, the need for general fund support?**

N/A. All positions requested are fully funded by contract for the 20-21 fiscal year. Filling this position helps PCPHA draw down grant revenue, which in turn helps support the county general fund by nearly half a million dollars in overhead payments.

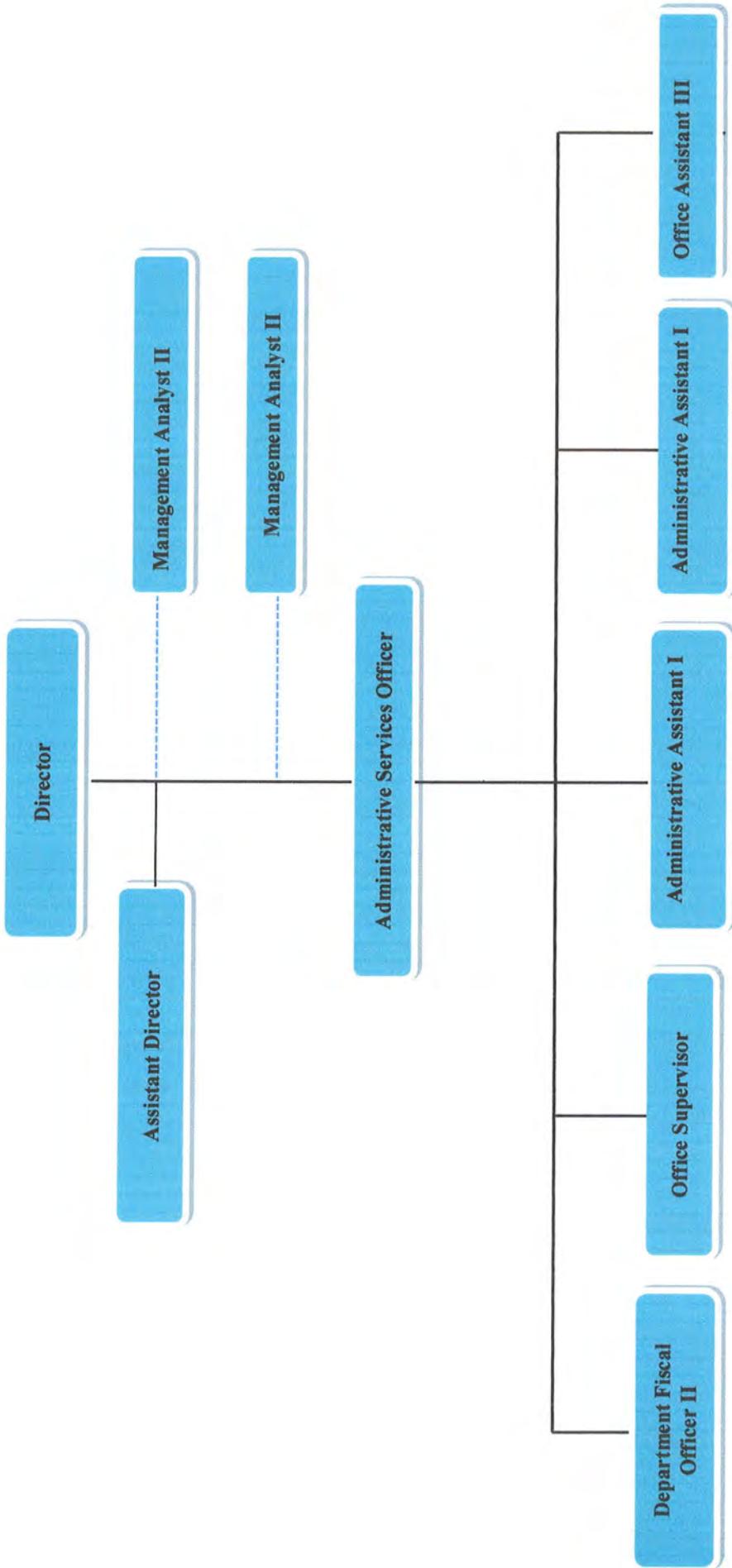
- **Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years?**

Yes. The cash reserves for the last three years are as follows:

FY 16/17	Total Cash Reserves	\$568,650
FY 17/18	Total Cash Reserves	\$575,661
FY 18/19	Total Cash Reserves	\$582,102

PLUMAS COUNTY PUBLIC HEALTH AGENCY
ADMINISTRATION & FISCAL SERVICES DIVISION

1



AN ORDINANCE OF THE COUNTY OF PLUMAS, STATE OF CALIFORNIA, AMENDING SECTIONS 7.1.09 OF CHAPTER 7 OF TITLE 1 OF THE PLUMAS COUNTY CODE (Airports).

The Board of Supervisors of the County of Plumas, State of California, **DOES ORDAIN** as follows:

Section 1. Section 7.1.09 Chapter 7 of Title 1 of the Plumas County Code is hereby amended to read as follows:

Sec. 7.1.09 use of airport by owners and operators

Proposed Amendment to:

Sec. 7-1.09. - Use of airport by owners and operators.

(note: a-g already exist, **c&d have added language in red**, h-u are proposed)

(a)

Fees: Credit arrangements. Payment or satisfactory credit arrangements shall be made for storage, repairs, supplies, or services rendered at the airport before flight clearance shall be granted. All field fees which are payable to the County shall be payable at the end of each month, or at the termination of a lesser period, for which such fees are payable, and such fees shall be paid to the Auditor for deposit with the Treasurer in the respective airport fund.

(b)

Aircraft storage and repairs. Aircraft shall be stored and repairs shall be made in the space designated for such purpose by the Airport Manager and in such space only.

(c)

Disabled aircraft. Aircraft owners, and their pilots or agents, shall be responsible for the prompt removal of disabled aircraft and parts of such disabled aircraft. The Airport Manager and/or Federal authorities may delay such action pending an investigation of an accident. If an aircraft is non-airworthy or under construction, the aircraft must show significant signs of progress toward airworthiness every 90 days and a report made to the Airport Manager

(d)

Liability for property damages. Any and all airport property destroyed, injured, or damaged by accident or otherwise shall be paid for by the parties responsible for such destruction, injury, or damage. The hangar must be properly insured as outlined in the LESSEE'S agreement.

(e)

Reports of accidents. Persons involved in any accident on the airport shall make a full report thereon to the Airport Manager as soon after the accident as possible.

(f)

Unattended aircraft. No aircraft shall be left unattended on the airport unless such aircraft is properly secured or in a hangar. Owners of such aircraft shall be held responsible for any damages resulting from any failure to comply with the provisions of this subsection.

(g)

Use of aircraft, parts, instruments, and tools. No person shall take or use any aircraft, parts, instruments, or tools on the airport which are owned, controlled, or operated by any other person while such aircraft, parts, instruments, or tools are stored, housed, or otherwise left on the airport or within its hangars without the written consent of the owner or operator thereof or satisfactory evidence of the right to do so duly presented to the Airport Manager.

(h) Stored aircraft must be airworthy

(i) Aircraft must be properly registered with the FAA, properly insured, and registered with the Plumas County Tax Assessor. Each hangar owner shall notify the Airport Manager of the aircraft stored in such hangar(s), including FAA N-number, manufacturer, year and model.

(j) Hangars are primarily used for aircraft and aeronautical equipment. Storage of recreational vehicles (i.e. boats, motorhomes, trailers or campers) will not be allowed. Storage of other items shall not impede aircraft ingress and egress. Exit path shall be clear of obstructions

(k) Building and Fire Code: Fire extinguishers are serviceable and accessible, and combustible material is stored in proper containers and not stock piled in excess and comply with all applicable fire and safety codes. Extension cords not be used as a permanent source of wiring. Electrical junction boxes must be covered and maintained properly. Portable electric heater must be directly plugged into a permanent receptacle. Storage of non-aeronautical items does not use more than 20% floor space

(l) Are not used for non-aeronautical commercial purposes (i.e., the tenant is not conducting a non-aeronautical business, events or activities from the hangar including storing inventory)

(m) Constructing amateur-built or kit-built aircraft provided that activities are conducted safely

(n) Storing aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars primary use

(o) Storing materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to, ancillary, or incidental uses that do not affect the hangars' primary use;

(p) If the hanger or any part thereof is subleased, proper documentation and approval, including insurance documentation, of such sublease must be on file with the County as outlined in the LESSEE'S agreement.

(q) LESSEE shall not construct any improvements or make any alterations of any kind (whether permanent or otherwise) on the leased premises without written consent of the Airport Manager. Additionally, all federal, state, and local building regulations must be complied with for any improvement or alteration to buildings or structures on the premises.

(r) LESSEE shall provide maintenance, repair and upkeep on any structures situated on the leased premises and grounds around the structures in a good, clean, sanitary and safe condition.

(s) The leased premises shall not be used for residential purposes. LESSEE shall not reside on the leased premises or any structure or hangar thereon, nor shall the LESSEE allow the leased premises or any structure or hangar thereon to be used for living or residential purposes. The determination of whether someone is living or residing on the leased premises or structure shall be made by the County at its sole and absolute discretion.

(t) All other aeronautical businesses that are not considered an aeronautical use under the current FAA Hangar Use policy, must receive advance written approval from the FAA Office of Airports prior to the signing of a lease with the County.

(u) Approved aeronautical businesses must adhere to all other applicable provisions of this policy and will be charged at the same rate as all other aeronautical use leases.

Section 2. This ordinance shall become effective thirty (30) days after its date of final adoption. There is no newspaper of general circulation published in Plumas County. Accordingly, the clerk of the board of supervisors shall post this ordinance in a prominent location at the board of supervisors' chambers within 15-days after its adoption and it shall remain posted thereafter for at least one week. In addition, the clerk of the board of supervisors shall post a copy of the full text of the ordinance and the names of those supervisors voting for and against the ordinance on the county's Internet Web site. A certificate of the clerk of the board of supervisors shall be entered in the minutes of the board that the ordinance has been duly posted. Sections 1 and 2 of this ordinance shall be codified; the remainder shall be uncodified.

The foregoing ordinance was introduced at a regular meeting of the Board of Supervisors on the 21st day of July 21, 2020, and passed and adopted on the 4th day of August 2020, by the following vote:

AYES: Supervisors:

NOES: Supervisors:

ABSENT: Supervisors:

Chairman, Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

POSTED: Board of Supervisors Chamber doors

PUBLISHED: Mountain Messenger Newspaper



County of Plumas
Department of Probation
270 County Hospital Rd. #128,
Quincy, California, 95971



Erin Metcalf
Chief Probation Officer

Phone: 530-283-6200
FAX: 530-283-6165

DATE: July 10th, 2020

TO: The Honorable Board of Supervisors

FROM: Erin Metcalf, Chief Probation Officer

SUBJECT: Request for approval to recruit and fill two vacant, allocated 1.0 FTE Legal Services Assistant positions.

Recommendation:

Approve the recruitment and filling of the two vacant 1.0 FTE Legal Services Assistant positions. These Legal Services Assistant positions are allocated and funded through the Probation General fund in the current 2019-2020 Budget year, as well as the 2020-2021 Fiscal Year Recommended Budget.

Background:

On June 22, 2020, our remaining Legal Services Assistant position became vacant. Both allocated positions are currently unfilled due to internal promotions. These positions are critical to the Probation Department. The position is responsible for administrative detail work, office legal support and secretarial work.

Therefore, we respectfully request the approval to recruit and fill both of the vacant Legal Services Assistant positions.

QUESTIONS FOR STAFFING CRITICAL POSITIONS WHICH ARE CURRENTLY ALLOCATED.

- Is there a legitimate business, statutory or financial justification to fill the position?
 - Yes, the Legal Services Assistant position is a legitimate business need.
- Why is it critical that this position be filled at this time?
 - The main function of this position is a support role for all staff within the Department, and includes duties such as preparation of legal documents, administrative support work, and as a vital point of contact for office visitors and callers. These positions handle a substantial amount of contact with others and administrative responsibilities. These vacancies will pull other staff away from their duties.
- How long has the position been vacant?
 - The last Legal Services Assistant's position has been vacant since June 22, 2020. The second position was vacated June 8, 2020.
- Can the department use other wages until the next budget cycle?
 - In the current, upcoming, and prior Fiscal years, the Legal Services Assistant positions have been funded in their entirety through the General Fund.
 - Other wages are used to fund part-time staff members, and are therefore not suitable in recruiting, hiring, and retaining the Legal Services Assistant positions. Permanent staff members in these positions are important.
- What are staffing levels at other counties for similar departments and/or positions?
 - Other county Probation Departments of similar size use a comparable number of office staff in similar roles.
- What core function will be impacted without filling the position prior to July 1?
 - Not having dedicated staff members to greet and assist clients and other members of the public, both in person and over the phone, or furnish paperwork in a timely manner would pull other staff away from important tasks.
- What negative fiscal impact will the County suffer if the position is not filled prior to July 1?

- There would be no fiscal impact to the County.
- A non-general fund department head needs to satisfy that he/she has developed a budget reduction plan in the event of the loss of future state, federal or local funding. What impact will this reduction plan have to other County departments?
 - The Probation Department is a General Fund department.
- Does the department expect other financial expenditures which will impact the general fund and are not budgeted, such as audit exceptions?
 - The Probation Department does not expect unbudgeted audit exceptions that will affect the general fund.
- Does the budget reduction plan anticipate the elimination of any of the requested positions?
 - The Probation Department is not requesting elimination of any positions.
- Departments shall provide an estimate of future general fund support for the next two years. How does the immediate filling of this position impact, positively or negatively, the need for general fund support?
 - The Legal Services Assistant positions in question are borne entirely via the General Fund. The anticipated cost for the next two years in wages and benefits would be in the realm of \$213,682 had both vacancies not occurred. As the employees filling the positions will not begin at the same wage rank as the former Legal Services Assistants, the amount should be less than the originally budgeted amount, so there will be slight savings even if the position fills immediately.
- Does the department have a reserve? If yes, provide the activity of the department's reserve account for the last three years.
 - The Probation General Fund Department (20400) does not carry a reserve amount. While other Probation staff positions are offset through various grants, which do carry reserves, the Legal Service Assistant position is not supported through any of the grants.

LEGAL SERVICES ASSISTANT I

DEFINITION

Under general supervision, to perform legal services assistant duties for an assigned County Department or staff attorneys; to perform a variety of office and administrative support work; to answer public and staff contacts and concerns; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Legal Services Assistant class series. Positions in this class are assigned to legal services assistant, administrative support and office assistance work for designated a County of Plumas Department or staff attorneys. Positions are characterized by a substantial amount of contact with others and administrative detail responsibility. Work performance requires substantive knowledge of legal terminology, legal procedures, and legal documents. This class may be used as an entry level for individuals with requisite legal secretarial experience, but no detailed program or policy knowledge of the program or service area where assigned. As requisite knowledge is gained and work skills are demonstrated, an incumbent can reasonably expect promotion to the next higher class of Legal Services Assistant II.

REPORTS TO

Appropriate Legal or Administrative Staff in the Department and work unit where assigned.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LEGAL SERVICES ASSISTANT I - 2

EXAMPLES OF DUTIES

- Serves as Legal Services Assistant to administrative staff, professional staff, or staff attorneys, relieving them of a variety of administrative details.
- Interviews office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- May personally prepare a wide variety of legal documents, such as motions, briefs, court orders, notices, and subpoenas.
- Receives case referrals from courts and other agencies, passing them on to appropriate attorneys and/or professional staff.
- Prepares affidavits, petitions, complaints, warrants, and abstracts of judgments.
- Checks and reviews information and documents for completeness and conformance with established standards and procedures.
- Composes routine legal documents as directed.
- Calendars court appearances and maintains case logs of proceedings.
- Assists with special projects.
- May do basic research to assist with obtaining proper citations for cases.
- Compiles information for records and reports.
- Composes correspondence.
- Types reports, documents, letters, forms, and other items.
- Sets up materials for meetings and conferences.
- Completes a variety of forms and information documents.
- Maintains and checks employee time records.
- Maintains inventories of office supplies and program material.
- Maintains detailed records of activities and functions for a variety of services and programs, according to guidelines and requirements.
- Gathers materials and distributes agenda for boards and committees.
- Compiles data and completes reports required by other government agencies.
- Retrieves historical information from files and records.
- Operates office equipment.
- Operates a computer and uses software packages to maintain detailed information and operating records.
- Assists with the development of information requirements for assigned programs and services.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

LEGAL SERVICES ASSISTANT I – 3

TYPICAL WORKING CONDITIONS

Work is performed in an office and courtroom environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Legal terminology, phraseology, documents, and forms.
- Legal office methods and procedures.
- Requirements for completing and filing legal documents.
- Filing and recordkeeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Office practices, methods, procedures, and equipment.
- Correct English usage, spelling, grammar, and punctuation.
- Fiscal and account recordkeeping.
- Mathematics.
- Personal computers and software applications related to office and administrative support work.

Ability to:

- Perform a variety legal office support, secretarial and administrative detail work.
- Identify, prepare, and use a variety of legal documents and forms.
- Interpret and apply policies, rules, and regulations with good judgment in a variety of situations.
- Work with minimum supervision.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 45 words per minute from clear, legible copy.
- Take dictation and notes at an appropriate rate for the job assignment and transcribe them accurately.
- Operate a variety of office equipment and computers.
- Use a variety of computer software applications for administrative support work.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies, and functions.
- Establish and maintain cooperative working relationships.

LEGAL SERVICES ASSISTANT I - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least Two (2) years of responsible office and administrative support work including secretarial experience with public contact. Any work experience with law enforcement, administration of justice or special training and education in legal secretarial related fields is desirable.

Special training and education in legal secretarial related fields may substitute for work experience on a time for time bases.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

